

# CARLOS ANDRES PALOMINO ARBELAEZ

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## SUMMARY

Motivated professional bachelor Business Administration with 10 years of experience in purchasing, logistics, inventory and consumer service. Adds value to any organization in need of great collaboration, interpersonal and multitasking abilities. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. Meets tight deadlines.

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## SKILLS

- Relationship Management.
- Problem Solving.
- Leadership and teamwork.
- Customer-centric mindset.
- Analytical skills
- Negotiation Skills.

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## EXPERIENCE

### SELF-EMPLOYEED

Tampa, FL

#### Electrical Installer

04/2021 to 12/2024

- Installed wiring circuits by measuring out and manipulating conduit with tube benders.
- Connected wires to circuit breakers, junction boxes and components in residential and commercial properties.
- Collaborated with architects on electrical systems design for new construction.

#### VEHICLE IMPORT KIA- METROKIA COLOMBIA.

#### Purchasing Manager Operations Assistance

04/2015 to 02/2020

- Developed and maintained relationships with suppliers to ensure timely delivery of products.
- Researched new sources for supplies, materials and services in order to reduce costs and improve efficiency.
- Maintained accurate records of purchases including invoices, price lists, product codes and descriptions.
- Negotiated contracts with outside providers to minimize costs to company and customers

#### VEHICLE IMPORT ASIARACE COLOMBIA.

#### Logistics Coordination Inventory and Billing

09/2012 to 02/2015

- Answered customer questions to maintain high satisfaction levels.
- Researched and negotiated pricing to reduce cost of equipment and supplies.
- Managed staff, financials and key performance indicators to facilitate business operations.
- Created reports on freight costs, delivery timelines, invoices and other related information.

#### VEHICLE IMPORT DIPROMURO - COLOMBIA.

#### Customer Service Management Assistant

08/2008 to 01/2012

- Served as contact person and source of information to maintain good communication with clients.
- Performed accounting or financial analysis.
- Maintained confidentiality of sensitive information, adhering to data protection laws.
- Assisted customers with product selection, ordering, billing, returns, exchanges and technical support.

#### STF GROUP S.A - COLOMBIA

#### Import Analyst

01/2007 to 02/2008

- Facilitated communications between clients, brokers, carriers and government agencies regarding imports and exports matters.
- Prepared, checked, and filed documentation with department.
- Identified potential risks associated with importing products from certain countries or regions.
- Requested and compiled necessary customs invoices, certificates of origin, and cargo-control documents.

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## EDUCATION AND TRAINING

**MBA: BUSINESS ADMINISTRATION**

05/2014

**Universidad Icesi**, Colombia

**BBA: BUSINESS ADMINISTRATION**

06/2010

**Universidad Autonoma De Occidente**, Colombia